



TN SSMS FAQ

EasyIEP®

Q1: Where did the data in Easy IEP® come from?

A: The initial data upload in Easy IEP® originally came from the year end SESIMS data that you reported to the state. Please scroll through some of the students to be sure that the data is accurate. The district expert can inactivate the students by going to the personal page and giving the student the appropriate exit date. EasyIEP® last imported data from the SESIMS end of June, 2004 data. Data on an on going basis will be updated from Star Student to Easy IEP®. This will begin on August 24, 2004.

Q2: What do I do if I need help?

A: There are essentially four options you have. You may:

1. Consult with colleagues – folks at the district level can be your greatest resource.
2. You can use links on main menu page of Easy IEP® to send the PCG helpdesk an email, bug report, comment, suggestion or question.
3. You can call TN help desk which located at the state DOE at 800-495-4154.
4. You can email the TN help desk at eis.help@state.tn.us.

Q3: When do we finalize an IEP in Easy IEP®?

A: You finalize an IEP once the school receives a signed copy of the IEP stating that the parent accepts the IEP that the Team has developed. To finalize an IEP in Easy IEP®, enter the student's record for which you wish to finalize the IEP. Go to the "Documents" Tab and select the IEP document. The next step is to select the "Create Final Document". You will answer questions on the IEP Custom Data Page and then scroll down to the bottom of the page and click on Create Final Document.

Q4: Can the student's disability appear on the paper IEP?

A: A configuration variable can be set to allow for the student's disability to appear on the IEP. Your PCG client rep can reset this so it does not appear on the IEP. To do so, the client representative goes to the Super users tab, and clicks on local configuration variables tab. The configuration variable DocumentOptions controls whether the disability appears on the IEP. To remove the displaying of the disability on the IEP, remove "disability" configuration variable list and Update the database.

Q5: Why does the student's re-evaluation date appear on the paper IEP?

A: This is configurable and can be removed. Your PCG client rep can reset this so it does not appear on the IEP. To do so, go to the Super users tab, and click on local configuration variables tab. Find DocumentOptions configuration variable and remove "reevaluation" from the list.

Q6: How do I run reports?

A: Reports are located under the "School Systems" tab, which located on the Main Menu tool bar. Once you select the "School Systems" tab, you see that the tool bar has changed. Reports are located under multiple tabs that are located on this tool bar. You can access one click summary reports under the "Summary" tab. Additional reports are accessed under the "Reports" tab. All Ad-hoc reports that are available on the system are listed on this page. Census, State and Federal Reports will also appear on this page. PCG is currently in the process of developing state and local reports that we be added to Easy IEP®.



An administrators training manual that outlines how to run reports will be added to the system once the reports are available for client use.

Q7: Why do we have to enter group size?

A: Group size is a requirement of Medicaid Fee For Service program, which your district may or may not be participating. Group size does not appear on the IEP and should reflect the number of students per the service accurately. For example, if you specify group size 1, then there would be a one-on-one service for that student. Check with your Special Education Director to find out details of your districts participation.

Q8: How do general education students get into the system?

A: Currently, the only students in Easy IEP® are the SPED students who were reported at year end SESIMS. General Education students are imported from a program called Star Student, which is another component of the Statewide Student Management System (SSMS).

Q9: How accurate is the student data?

A: Student demographic information will be updated on a regular basis, multiple times per week, as data will move from Star Student component of SSMS to Easy IEP®. Student IEP data will be updated on annual basis as student IEPs are due.

Q10: How do we inactivate students?

A: In order to inactivate a student, you need to have permission to do so. If you do have permission in the system to inactivate a student, you would go to the Students tab, type in the criteria for searching for the student and then click on the student's name. You will be brought to the Personal Information page of that student. If you scroll to the very bottom of the page, you will see a button that says "Make this Student Inactive," go ahead and click on that. You will have to enter a date and then choose a reason for the student's exit using the dropdown menu. Click "Update the Database". You have just made the student inactive.

Q11: What do we do with Head Start Students?

A: Any student not in the SIS will have to be added manually to Easy IEP®. Here is a process we can use for having Head Start Students in EasyIEP®:

1. A user, and therefore a usertype would have to have the permissions to be able to manually add External School(s) to the Schools tab. The External School would be named Early Childhood, as each student needs to be associated with a school in EasyIEP®.
2. A user, and therefore a usertype would have to have the permissions to be able to manually add students and parent information into EasyIEP®.
3. Each student would have his/her Social Security number as their Student Code in EasyIEP® as students 3-5 years old have not been assigned state identifiers. The Social Security number would ensure that each student has a unique ID.
4. The rules for creating an IEP in EasyIEP® would have to be updated.

Q12: Assessment Areas for PL – are those the only ones that show up on the IEP? What about assessments done for eligibility?

A: The Assessment Areas that begin with PL are in direct correlation to the Present Levels of Performance for that assessment and therefore show in the Present Levels section of the IEP document. The assessments that have an area of Eligibility or Other will not appear on the IEP document.



Q13: Why don't TCAP accommodations appear on the IEP, even though I added them on the Accommodations Page?

A: TCAP Accommodations for students must come from the list of items that begin with TCAP or Gateway. Only accommodations that are "allowable," "special," or "ELL" which meet the criteria of TCAP Accommodations will appear on the document.

Q14: Why is transportation entered twice?

A: The first time we enter it is as a Supplemental Aide. We also have to specify the type of transportation (the main page of Supplemental Aids Tab) because it is listed on the final IEP document.

Q15: What level of access will the state have for when they audit? Will there be a separate auditing screen with only the screens they need?

A: The State Department will have access to your districts website and will be able to view the IEPs and see exactly what you see. They will be able to run the reports from your district specific website as well.

Q16: Can you sort caseloads by severity (group all stop signs together)?

A: This is presently not a sort option on the caseload screen. However, you may sort by any other field on the Caseload screen simply by clicking the blue column header for the field you wish to sort by.

Q17: How does student demographic information get into EasyIEP®?

A: EasyIEP® will automatically synchronize data fields from Star Student, the Student Information System component of the TN SSMS. Demographic data fields in Star Student will automatically be updated in EasyIEP® upon synchronization. This eliminates the need for the user to type in demographic information.

Q18: Where did the banks of goals and objectives come from?

A: The TN blue book of curriculum framework and strands. Other specialists are developing goals that will be added to the system. We are continually updating the various lists in EasyIEP® to better suit the end user and the districts. As of right now, users are unable to add any items to any list, including Goals & Objectives. Feel free to add a custom goal or objective if you don't see the needed item listed.

Q19: Does EasyIEP® allow the cut and paste mechanism to work to bring data/text into the system.

A: Yes, you can cut and paste data into EasyIEP® wherever there is a text field box.

Q20: Will regular education teachers have access to files? What will their access and permission be?

A: Regular Ed teachers are added via the Parents tab. Regular Ed teachers do not have access to Easy IEP®. Only users with a log in name and a password can access the system. A user name and password must be administered by the district Director. Regular Ed teachers do not have to be added to the system as their names will not appear on the IEP.



Q21: Can a completed IEP be sent electronically to a group?

A: Yes, the IEP can be sent via email to a person or persons. You can use the Adobe Acrobat toolbar at the top of the page (do not use the file, edit, view, etc. toolbar nor the EasyIEP® toolbar – make sure to use the Adobe toolbar) and you can print, save, email, etc. any of the documents on EasyIEP®. All documents in EasyIEP® require Adobe Acrobat. If your computer does not have the program, you may download it on the login screen of EasyIEP® for no charge.

Q22: Are services required for the completion of an IEP?

A: Yes, at least one service is required to create a draft or final IEP for a student.

Q23: What are the (I), (D), (A), & (M) at the end of each objective when selecting an objective from the list?

A: The (I) designates Introduce, the (D) designates Developing, the (A) designates Assessed, and the (M) designates Mastered & Maintained, which all come from the Tennessee Blue Print Book. Introduce skills are new skills presented at grade level. Developing skills are skills that were introduced at a previous grade level. At this stage of development, skills are being refined and expanded. Assessed skills are those skills that are correlated to the state performance indicators for the CRT portion of the achievement test.